



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: February 15, 2023
RE: **January Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In January, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city's facilities and parks. They performed all maintenance on city vehicles and heavy equipment and the Street Department repaired streets, curbs, and signs.

Water and Wastewater Department

In January, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily and the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In January, 15% of the water we supplied to our residents was from our wells, and purchased 85 % from EPCOR and Manville WSC.

Population

City of Manor- 19,620

Shadowglen- 7,115

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT

February 1 st , 2023 PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Cottonwood Creek Wastewater Collection System Improvements Project 14621 – Addendum #49	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	The Lift Station startup was on 12/7/2022. Successful Genset start- up and load banking testing on 1/26/23. The contractor is working on the punch list items. Investigate MH coating that is peeling off.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	Reviewing proposed mitigation to correct issues on Bastrop.	99%
CIP W-15 FM973 WL 14757 - SOW No. 2	12” Water Line from downtown to Manor Commons area	Final pay application under review. Waiting for closeout documentation from the contractor.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	GBA has completed driving the roads. QA for the next two weeks and data will be processed and in the system by May. Pauline will provide Matt with a rolling 5-year list for future repairs once the data is analyzed and street rankings are updated.	Reviewing field data

February 1st, 2023 PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	Conducted a meeting on site on 1/11/23 with the contractor. An easement purchase agreement has been acquired. Reviewing change orders and pump and haul invoices. Field notes received.	Construction Phase
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Analysis of the alternate routes is in progress, conducting preliminary engineering report and final OPC.	Construction Documents
Gregg Manor Road GST and Pressurization Facilities 15110 - SOW No. 10	Ground storage tank and water pressurization facilities for the EPCOR water delivery point	Plans should be ready for bids by mid- February. Waiting on SCADA information.	Working on Construction documents.
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10	Water line extensions along FM973 and US 290	Working on preliminary engineering layout. Pauline will coordinate a meeting with City Staff to go over the proposed layout. Alignment is being adjusted per information provided by Manville WSC.	Preliminary Engineering
Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth	Letter of recommendation sent to City. Working on contract.	Bidding
FY 2021 Paving Improvements Project 15125 - SOW No. 11	Capital Metro BGA and City-Funded paving improvements	Working on preparing the final change order to close out the project.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Incorporate 600 LUEs from the Lanzola developer to the design, Plan & memo under internal review	Preliminary Engineering

February 1st, 2023 PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Cottonwood Creek WWTP Phase II Expansion 15130 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. Working on incorporating additions from Phase 1 walk-through (bathroom, walkway, etc.). Tentative schedule: 60% plans – 4/1/23 95% plans – 5/15/23 Bid documents – 6/15/23	Working on Construction Documents
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	Follow up with Grant Services. Sent out application package to the City review last Thursday 01/26/2023. Checked sent out to TCEQ on last Thursday 01/26/2023. Waiting for Raymond for the lab results for the permit application.	Preliminary Engineering
210 Reuse Authorization Application 15284 - SOW No. 17	Application for reclaimed water authorization for the Cottonwood Creek WWTP as part of the Lease/Purchase Contract	Application amended to include additional uses, per City Staff request. Received TCEQ's comments. Matt has signed the notification of the written approval document	Application Submitted, Under Review
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Contract approved at September 7 Council Meeting. Major Goals: Develop & calibrate sewer model; Use a model to estimate timing & location of capacity needs; Develop & choose improvement alternatives to address capacity needs	Complete: Survey of MHs & lift stations to be modeled In progress: QC of survey data Upcoming: Data Collection & Existing Conditions Summary TM Future flow projections Model setup	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Pauline will schedule a meeting with Matt Woodard to go over the project scope. Working on distribution system water model. Adding demands to the water model. Gathered all fire flow data to calibrate the water model.	Study Phase

February 1st, 2023 PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Contract approved at September 7 Council Meeting.	At the next meeting, population growth and CIP projects will be discussed. Will begin working on the land use map for Roadway Impact Fees.	The next meeting is on February 8, 2023.
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Working on lot layout.	Preliminary engineering.
2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22	Contract approved at September 7 Council Meeting.	Tunnel Vision has completed the heavy cleaning! They sent us the final data on Monday, 1/30. As soon as we have the data we will review and incorporate into report. Is the City interested in having them clean the two lift stations in the project area? They estimate it would take 1-2 days per station.	Study Phase
FY2022 Bond-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements. Hill lane – construct entrada entrance first, update on a drainage easement location for outfall	Working on preliminary layout for FM 973 Waterline.

Streets and Parks Monthly Report January 2023

Streets Maintenance

Worked Ice event.

Fixed down stop sign at Wedding Dr & Carillon Way, N. Burnet St & E. Wheeler, N Bastrop St. & Brenham St, Tower Rd & Samuel welch Way.

Crack sealed Maxa Dr and Constellation Dr.

Pothole repairs on Abrahamson, Volker, Johnson, Rd, Sun crest Rd, W. Brenham St, Gregg Manor Rd., Lampasas St, E. Carrie Manor.

Installed a 4-way STOP at S. Burnet St and E. Carrie Manor St.

Painted STOP bars at S. Burnet St & E. Carrie Manor St, E. Carrie Manor St & S. Lampasas St.

Replaced speed bumps on Lexington St near golf course.

Took down and stored Christmas lights and decorations.

Parks/Streets Maintenance

Trimmed trees @ Bell Farms Park to install shade structure.

Worked MLK event.

Completed employee required MS4 training per TCEQ.

Shade structures installed at Carriage Hills Park, Bell Farms Park, Greenbury Park and added Swing set.

Cut down dead trees and chipped them at the Cemetery.

Raised irrigation boxes in Timmermann Park.

Mowed and weed eated Cemetery.

Weekly table setups and take downs at city hall as requested.

Power washed City Hall twice South and East side of the building.

Weekly irrigation checks.

Playground and play scape monthly safety checks.

Scheduled weekly Park mowing maintenance completed.

Parks/Streets Maintenance - Continued

Friday Afternoons Bulk Drop Off for city residence.

Scheduled weekly Park rounds @ park facilities completed.

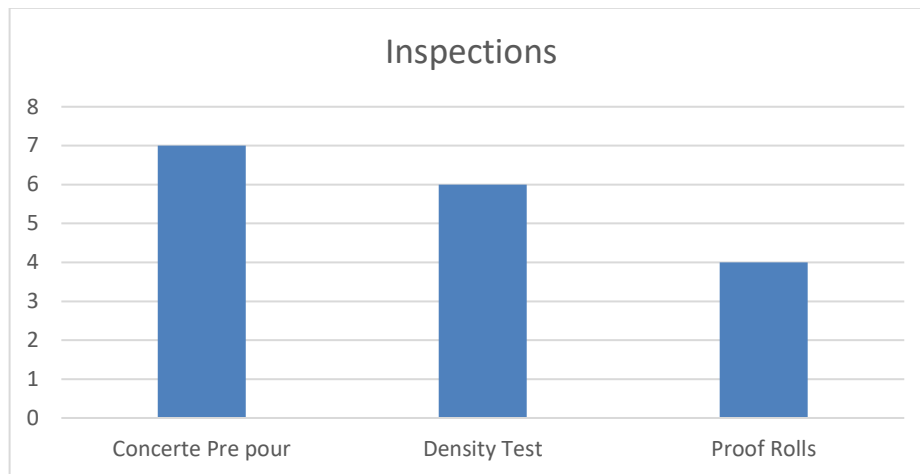
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty.

-798 locations inspected.

-3 MS4 reports summited this month as required by TCEQ.



Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings

Presidential Heights Phase 6 – homes are being built.

Presidential Heights Phase 3- 2-year walkthrough has been done, contractor in process of repairs.
October 2021 still waiting.

Presidential Heights Phase 5 – 2 -year walkthrough has been done, contractor in process of repairs.
September 2022.

Presidential Heights Phase 4 – 2 years walkthrough has been done, contractor in process of repairs.
November 2021 still waiting.

Stonewater North Phase 2- 2 years walkthrough has been done, contractor in process of repair. April 2021 still waiting.

Manor Heights – Phase I Sec. 1 – homes are being built.

Manor Heights – Phase I Sec. 2 – homes are being built.

Manor Heights Phase 1 Sec 1 – 2-year walkthrough has been done.

Manor Heights – Phase I Sec. 2 – 1 year walkthrough has been done.

Manor Heights – Phase II Sec. 1- homes are being built. 1B & 2B Contractor in building process.

Manor Heights – Phase III Sec. 1- ready to build homes.

Manor Heights Phase III Sec. 2 – ready to build homes.

Manor Heights Phase 4 – Development process.

LA Mexicana – about to start Development process.

North Forest Office Building – Development process.

Manor New Tech – Development process

Manor Crossing (Butler Tract)

Manor Commons wastewater and water improvements in process.

Logos Phase 3- waiting on homes to be built.

Logos Phase 4 homes are being built.

Logos Phase 5 waiting to build houses.

Logos Phase 5 walkthrough has been completed.

Lagos Phase 2- homes are being built.

Shadowglen Phase 2 Sec 22 & 23A walkthrough punch list. September 2021 still waiting.

Shadowglen Phase 2 Sec 25 & 26 1-year walkthrough punch list September 2022.

Shadowglen Phase 2 Sec 27A & 27B walkthrough punch list September 2021 still waiting.

Shadowglen Phase 2 Sec 17 2-year walkthrough has been done, contractor in process of repairs. November 2021 still waiting.

Shadowglen Phase 2 Sec 21A & 21B walkthrough punch list. January 2022 still waiting.

Palomino Subdivision - development process.

Presidential Glen Commercial WW – in development process.

Cemetery Report

January 5, 2023- Survey and monitor the cemetery.

January 6, 2023 – Met with Lance and discussed cleaning the gulley section.

January 9, 2023 - Survey and monitor the cemetery.

Cemetery Report - Continued

January 16, 2023 - Survey and monitor the cemetery.

January 19, 2023

Survey and monitor the cemetery.

Discussed a process for marking sunken graves with dirt. Graves will be marked and once a month, Lance's crew will fill with dirt.

January 20 – Met with Knippa Cemetery Services for Scott Clark's grave site digging.

January 23 – Monitored funeral services for Scott Clark at 2:00 pm. Directed digger to relocate the dirt overage to gully section.

Met with Matt to discuss duties.

January 27, 2023 - Survey and monitor the cemetery.

WATER/ WASTEWATER MONTHLY REPORT JANUARY

WASTEWATER	TASK COMPLETED
SERVICE CALLS	7
MANHOLES REPAIRED	2
SEWER BACKUPS	7
NUMBER OF LINES FILMED	0
TAPS	2
LINES REPAIRED	0
LINES LOCATED	1
LINES CLEANED	0
MANHOLES CLEANED	0
CLEANOUTS REPAIRED	3
WATER	TASK COMPLETED
SERVICE CALLS	31
WATER LEAKS SERVICE LEAKS	0
CUSTOMER LEAKS	16
WATER MAIN REPAIRS	1
NEW SERVICE TAPS	2
HYDRANT MAINTENANCE	1
HYDRANT FLUSHED	47
HYDRANT REPAIR/REPLACED	0
ISOLATION VALVE MAINTENANCE	0
ANGLE STOPS REPLACED	2
LINES LOCATED	1
MANVILLE BROWN WATER	2
BROWN WATER	5
WATER PRESSURE/ FROZEN CUSTOMER PIPES	2
WATER TURN ON/OFF	4
BAC T SAMPLES	10
METER BOX	1

WATER/ WASTEWATER MONTHLY REPORT JANUARY

<i>INSPECTIONS WATER/ WASTEWATER</i>	<i>TASK COMPLETED</i>
SITES INSPECTED	165
MANHOLES INSPECTED	8
WASTEWATER LINES	7/2000FEET
MANDRELS	6/2,500 FEET
WATER PRESSURE TESTED	6,433 FEET
CONSTRUCTION METER DISCONNECT	1
CONSTRUCTION BAC T/FLUSHING	8/156,495GAL